**Procurement Management Plan**

**Introduction:**

The procurement management plan of the Sustainable Urban Green Space Project explains how the needed materials, labor force, and machinery will be acquired during its execution.

**Procurement Objectives:**

1. Procure materials, products, and services efficiently and at agreed prices in time.
2. Promote fair competition among vendors.
3. Mitigate the risks associated with procurement.

**Procurement Process:**

1. **Identification of Needs:** Adequately clarify and document project specifications.
2. **Supplier Identification:** Conduct market research and publish open tenders to identify potential suppliers.
3. **Proposal Evaluation:** Make comparisons between a selection of proposals using defined criteria, including cost, quality, and environmental impacts.
4. **Negotiation:** Agree on terms and conditions with chosen suppliers.
5. **Contract Award:** Select suppliers, award contracts to them and put in place a formal agreement.

**4. Roles and responsibilities:**

1. **Project Manager:** Ultimately, accountability for supply chain decision-making and contracting
2. **Procurement Officer:** Identifies suppliers, evaluates them, and bids on them.
3. **Legal Team:** Approve contracts where necessary to comply with the law.
4. **Finance Department:** Monitor and provide oversight on budget compliance and payments.

**Procurement Constraints:**

1. **Budgetary Limitations:** Compliance with the budgetary provision
2. **Time Constraints:** Project timescales have to fit procurement processes.
3. **Quality Standards:** Inspect purchased goods and service providers to make sure they are of the required quality standard.

**Procurement Risk Management:**

1. Identify potential risks in the procurement process.
2. Develop contingency plans to address unforeseen challenges.
3. Regularly review and update risk management strategies.

**Reporting and Documentation:**

1. Maintain detailed records of all procurement activities.
2. Provide regular updates to stakeholders on procurement progress.
3. Ensure compliance with relevant regulatory requirements.

**Communication with Stakeholders:**

1. Establish transparent communication channels with stakeholders regarding procurement decisions and progress.
2. Address any concerns or inquiries promptly.

**Continuous Improvement:**

1. Regularly review and assess the effectiveness of the procurement process.
2. Implement improvements based on lessons learned from previous procurements.

This procurement management plan will be a guiding document throughout the project, ensuring that the acquisition of goods and services aligns with project objectives, remains within budgetary constraints, and adheres to the highest standards of sustainability and quality.